

CLASS TITLE: DRIVER IMPROVEMENT SPECIALIST

Class Code: 02750100
Pay Grade: 23A
EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform responsible work in connection with the Department of Transportation, Administrative Adjudication Division's Program to improve attitudes and performance of motor vehicle operators; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with some latitude for the exercise of independent judgement; work is reviewed for conformance with applicable statutes and federal traffic safety requirements, as well as department policy.

SUPERVISION EXERCISED: Plans, assigns, coordinates, supervises and reviews the work of subordinates assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform responsible work in connection with the Department of Transportation, Administrative Adjudication Division's Program to improve attitudes and performance of motor vehicle operators believed to be presently or potentially hazardous to highway safety and to instill in such drivers a desire to improve driving performance and experience; to identify physical and/or mental deficiencies and the manner in which they affect the safe operation of motor vehicles; to apply appropriate devices and/or methodology to effect improvement or removal from the highway of drivers so identified.

To assist with procedures for assignment to various driver improvement programs.

To provide coordination among the various agencies involved with the programs, i.e., Superior, District and Family Courts, Department of Education, Division of Motor Vehicles, Department of Health, Schools and Colleges, Federal and State Governmental Agencies and private agencies.

To supervise and participate in the evaluation, development, implementation, expansion and operation of the several programs.

To maintain program files and statistical data generated by the various programs.

To serve as public spokesman and advocate for the several driver improvement concepts.

To assist, when necessary, in coordination and liaison between Administrative Adjudication Division, National Highway Traffic Safety Administration and other agencies, representing the State of Rhode Island in reference to driver improvement and alcohol and drugs in relation to highway safety activities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the Federal Highway Safety Act and the applicable state statutes which may relate to highway safety, and driver improvement in the State of Rhode Island; a working knowledge of the various driver improvement programs, including those associated with alcohol and traffic safety; the ability to cooperate in activities associated with the programs among the various agencies, i.e., courts, schools and colleges, federal and state agencies, etc.; the ability to work effectively with superiors and federal, state and municipal officials, students, teachers, and the public; the ability to assist in the planning, supervision, review and evaluation of the work of a staff; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a responsible position assisting or directing the conduct of driver licensing and highway safety programs, instruction and training programs, and activities relating to safety and safety rules and practices.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: April 15, 1984

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